

DEPUTY CHIEF - OPERATIONS FIRE & RESCUE DEPARTMENT

EXEMPT
SALARY LEVEL: 25

JOB CODE: 162
DATE: 7/1/12

SUMMARY: Performs difficult protective services and administrative work in the field of emergency operations, training and emergency medical services; does related work as required. Work is performed under general supervision. Limited supervision is exercised over a medium group of fire & rescue Battalion Chiefs and administrative personnel. Limited supervision may be exercised over a large group of personnel during emergency incidents.

ESSENTIAL DUTIES AND RESPONSIBILITIES: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily and maintain a satisfactory attendance. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions. Other duties may also be assigned.

- Oversees Environmental Management program for the department.
- Plans and supervises department training programs.
- Conducts safety inspections in firehouses.
- Plans, supervises, and implements the departments work schedule.
- Supervises and coordinates department's computer system and incident reporting system.
- Maintains department's fit testing program.
- Supervises first line supervisors in related field.
- Conducts and supervises emergency operations.
- Conducts evaluations of all operational subordinates.
- Supervises emergency scenes of Fire, EMS, and Hazardous Materials.
- Oversees assigned budget.
- Coordinates the use of the training center by outside agencies/jurisdictions.
- Responsible for obtaining information on assigned grants.
- Communicates and coordinates with volunteer members and volunteer officers.

QUALIFICATION REQUIREMENTS:

Education and/or Experience: Any combination of education and/or experience equivalent to a Bachelor's Degree in a related field is required. A minimum of two (2) years of service as a Battalion Chief within the City of Winchester Fire and Rescue Department. EXCELL Academy as offered by the City of Winchester. Extensive experience in fire suppression, fire prevention, rescues, emergency medical services, and/or hazardous materials.

Certificates, Licenses, Registrations: Possession of a valid and appropriate driver's license. Possess valid and appropriate certificates in addition to the previous level of the career development program: Fire Instructor Level II and Fire Officer Level III. Certificates must be available and recognized by the Commonwealth of Virginia. Requirements specified in the NIMS compliance manual. Participate in and maintain good physical condition as prescribed in the Department's Physical Conditioning and Wellness Program.

Note Previous ALS Incentive pay will not be reduced at this level.

Language Skills: Ability to read and comprehend laws and policies. Ability to write documents of all types using proper grammar, punctuation and spelling. Ability to speak and communicate effectively using correct English.

Other Knowledge, Skills and Abilities: Thorough knowledge of modern principles and techniques of emergency medical services, fire, rescue, hazardous materials, fire prevention, including inspection methods and methods of eliminating hazardous conditions. Thorough knowledge of flammable liquids and gases and hazardous chemicals, their proper use and storage requirements. Some knowledge of electrical wiring systems and their capacities. Administrative ability. Ability to plan, assign and direct the work of all fire & rescue personnel. Coordination with state and local agencies.

PHYSICAL AND ENVIRONMENTAL CHARACTERISTICS: The physical demands described here are representatives of those that must be met by an employee to successfully perform the essential functions of this job. Employee is to be a non-tobacco user.

Required Physical Activities: Requires considerable physical effort working continuously with average and frequently heavy weight or frequent requirements for long periods of, but not limited to climbing, balancing, flexing, stooping, kneeling, crouching, walking, running, jumping, crawling, lifting, pushing and hoisting.

Vision Requirements: Minimum standards as required by the Department of Motor Vehicles and corrected to 20/20.

Environmental Conditions: Work is performed inside and outside, in all weather conditions. Additionally, work is performed during emergency conditions and in environments with immediate danger to life and health; requiring the utilization of various personal protective devices.

EQUIPMENT ESSENTIAL TO DO THE JOB: Fire, Rescue and Hazardous Materials Apparatus (Pumpers, Aerial Devices, Specialized Apparatus, and EMS Transport Units) Ladders, Fire Hoses, Nozzles, Defibrillators, SCBA, PPE, Compressors, Power Equipment, Data Processing and other various office equipment.

NOTE: This classification specification is not intended to be all-inclusive. An employee will also perform other reasonably related job responsibilities as assigned and required by management. The City of Winchester reserves the right to revise or change job duties as the need arises. Moreover, management reserves the right to change job descriptions, job duties or working schedules based on their duty to accommodate individuals with disabilities. This classification specification does not constitute a written contract of employment.

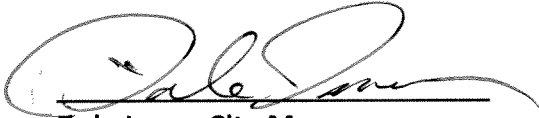
I have read the classification specification above, fully understand the requirements set forth therein, and will perform these duties to the best of my ability.

Employee Signature

Date

Print Name

Approved:


Dale Iman, City Manager
July 1, 2012